



JOB DESCRIPTION

Job Title:	Day Matron	Department:	Residential team
Hours of Work:	08:30 - 16:30 Monday to Friday (37.5 hours per week for 34 weeks per year)		
Responsible To:	Housemistress	Responsible For:	N/A

Summary of Role

The Sixth Form Day Matron will be part of the Lower Sixth & Upper Sixth teams, who together have responsibility for the effective operation of each House. They act 'in loco parentis' for the girls, being responsible for the general wellbeing and discipline of individuals in the year group, both Day girls and Boarders. The Day Matron works under the direction of the relevant housemistress. The post involves taking responsibility for supervising Berwick & Shanley Houses between the hours of 08:30 -16:30 Monday to Friday (term time plus one week only) and the Year 10 and 11 houses at morning and lunch break. This is a non-teaching, non-resident post.

Specific Responsibilities:

1. To be concerned for each girl's development - their academic, social, spiritual and personal welfare, alongside their happiness, well-being, health and safety.
2. To contribute to the upholding of discipline, behaviour and personal presentation of the girls.
3. To nurture an environment in the boarding house that is warm, homely, encouraging and purposeful.
4. To build and maintain strong relationships with parents and guardians.
5. To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
6. To undertake ongoing professional development by attending INSET sessions in school, as well as courses run by external providers, such as First Aid and Mental Health First Aid.
7. To assist with the preparation of the House before the start of term and to assist with the clear-up and departure of girls at the end of term. This will include attendance at the Residential and full staff conferences before the start of term.
8. To build and maintain positive and constructive relationships with pupils, in order to provide them with the best possible care and support.
9. To liaise effectively and professionally with other staff in school, building professional and supportive relationships with colleagues.
10. To be an active presence in the House during the day.
11. To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with risks, and reporting any problems.
12. To be familiar with school policy, especially with regards to Safeguarding, rewards and sanctions and health and safety.
13. Help to foster an environment that is conducive to inclusivity and diversity.
14. To promote good relations between the school and the general public, particularly with present and prospective parents and the local community.

15. To assist in the daily House routines and duties, including (but not restricted to):
- a. Assisting with the Registration of students and following up on absence.
 - b. Supervision of students who are in the House during the day.
 - c. Administration of local exit permissions, ensuring safe travel arrangements are in place, and taking follow-up action as appropriate.
 - d. General House administration tasks, using a range of software programmes.
 - e. Update of logbook and Year records.
 - f. Ensuring effective and timely communication with parents and guardians via e-mail/telephone.
 - g. Liaising with Domestic Services, Maintenance and Catering department regarding requirements for the House.
 - h. Ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas.
 - i. To liaise with the Health Centre regarding any girls requiring treatment, including escorting pupils to medical/dental appointments where appropriate.
 - j. Administer medication and minor first aid as required, in consultation with the Health Centre, and record details in the medication log.
 - k. Ensure boarders' passports and any valuables are appropriately secured.
 - l. Complete a comprehensive handover at the end of each shift, backed up by relevant computer records (e.g. iSams, CPOMS, house log).

Terms and Benefits

- **Start Date:** 1 September 2023
- **Salary:** £25,000 pro-rata, £19,038 actual salary.
- **Holiday:** The holiday entitlement is 5 weeks per year plus public holidays (pro rata), An element is included in the salary to cover holiday pay entitlement. It is expected that holiday will be taken in school holidays.
- **Pension:** The Day Matron will be auto enrolled into the school's pension scheme, which includes life assurance.
- **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking:** There is free parking on site.
- **Gym and Pool:** There are staff sessions for use of these facilities.
- **School fees:** Subject to Governors' discretion, remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet the normal entrance requirements.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Ability to work both in a team and independently • Excellent administrative and IT skills (proficiency in Microsoft Office) with an eye for detail and accuracy • Positive interaction with – and understanding of the needs of – young people. • Able to organise time effectively, prioritizing workloads and meeting deadlines. • Proactive in seeking solutions to problems to facilitate task completion. • Able to maintain strict confidentiality. • Fluent and accurate written and spoken English. • A willingness to undertake training courses for professional development in the role 	<ul style="list-style-type: none"> • Experience of working in a boarding house. • Experience in a caring profession.
Personal Behaviours	
<ul style="list-style-type: none"> • A sympathetic individual who is kind, broad- minded, patient, even-tempered and calm when under pressure. • Proven ability to build rapport and establish effective relationships with colleagues and young people. • An effective communicator with excellent interpersonal skills. • Ability to deal confidently with challenging situations, showing sound judgement. • A flexible and positive attitude, able to adapt to changing demands and conditions. • An energetic person with considerable stamina who is able to cope with the demands of the post • Consistently reviews and reflects upon own performance • A professional manner and appearance 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Able to operate at the heart of the school community • Supportive of the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care • Willingness to put the needs of others first and protect the interests and values of the School. 	<ul style="list-style-type: none"> • Understanding and supportive of the distinctive ethos of a Catholic school
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	<ul style="list-style-type: none"> • Familiarity with the National Minimum Standards for boarding schools